

**United States Bankruptcy Court
Western District of New York**

CAREER OPPORTUNITY

Position: CASE ADMINISTRATION SUPPORT SPECIALIST

[Temporary-Indefinite Appointment]

Location: 1 Vacancy: Buffalo, New York

Opening Date: December 27, 2002

Closing Date: **January 10, 2003 or UNTIL FILLED**

Salary Range: CL 23 (Steps 1-61; \$20,277 to \$26,358 per annum)
Starting salary commensurate with experience and education

Position Overview

This position is located in the Bankruptcy Court clerk's Office. This position supports a case administration team with a wide range of responsibilities which include, but are not limited to: records management, mail sorting/distribution, data entry, public and telephone reception and routine office support.

Qualifications

We are seeking a career-minded individual interested in working in a professional environment defined by its commitment to uphold the high standard of the Bankruptcy Court and promote quality public service.

Applicants must have a high school diploma; post high school education or work experience in an office and/or legal setting is preferred. A candidate should be highly motivated, have the ability to work in a professional team setting, manage multiple priorities, and possess excellent communication and customer service skills. Proficiency in the use of PC applications such as WordPerfect 8.0 or higher is desired.

APPLICATION FOR JUDICIAL BRANCH FEDERAL EMPLOYMENT

If You Need Additional Space, Continue Under "Remarks" Listing Item Number

1. Name Last, First, Middle Initial Mr. Miss. Mrs. Ms. 2. Phone Number 3. Social Security Number

4. Present Address

5. Place of Birth

6. Other Names Previously Used for Employment Purposes

7. Date of Birth

City

State

Foreign Country

GENERAL

8. Are you a U.S. YES ☐ NO ☐ — Give the Country of your citizenship _____

9. a. Were you ever a Federal civilian employee? YES ☐ NO ☐ — For highest civilian grade give: _____ / _____
series grade

b. Are you receiving a Federal annuity payment? YES ☐ NO ☐

10. Do you have any relatives that are Judges, Officers or employees of the United States Courts? If so, give their names, positions, and relationships to you. YES ☐ NO ☐

11. Have you ever been discharged from a position or asked to resign under the threat of discharge? YES ☐ NO ☐ If yes, explain under Remarks at the end of this form.

12. Have you ever been convicted? YES ☐ NO ☐ (You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less) If yes, explain under Remarks at the end of this form.

EDUCATION

12. a. Do you have a high school diploma or G.E.D. equivalent? YES ☐ NO ☐ If yes, Date of Completion _____

b. Name and location of colleges or universities attended (including law schools)	Dates Attended		Number of Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
	Quarter	Semester	Quarter	Semester			
Chief Undergraduate Subjects	Credit Hours		Chief Undergraduate Subjects			Credit Hours	
	Quarter	Semester				Quarte	Semester

c. Special skills, accomplishments, awards, honors, fraternities, sororities & societies (Specify) YES ☐ NO ☐

d. Other schools or training such as trade, vocational, Armed Forces, or business. Give for each: Name and location of school, dates attended, subject studied, certificates, and any other pertinent data.

MILITARY SERVICE

14. a. Have you ever served on active duty with the military? YES ☐ NO ☐ If yes, attach a copy of DD 214, Notice of Separation.

b. Are you retired from military service? YES ☐ NO ☐

APPLICANTS FOR LEGAL POSITIONS

15. a. Are you admitted to the Bar? YES ☐ NO ☐ If yes, list the Bar(s) to which admitted and dates of admission:

Is your Bar membership ☐ Active ☐ Inactive

b. Did you attend a Bar review course? YES ☐ NO ☐ List type of course:
Dates Attending: From: _____ To: _____

Including experience while in military service.

(Start with your present position and work back 10 years. Use additional page if necessary.)

A

Dates of Employment (month, day, year)		Number of hours worked per week:		Exact Title of Your Position	
From: _____ To _____					
Salary or Earnings		Classification Grade/Level		Place of Employment	
Starting \$ _____ Per _____				City _____	
Final \$ _____ Per _____				State or _____	
				Country _____	
Name and Address of Employer (<i>firm, organization, etc.</i>)				Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____				Number of Employees Supervised	
Reason for Leaving					
Description of Work					

B

Dates of Employment (month, day, year)			Number of hours worked per week:		Exact Title of Your Position	
From: _____ To _____						
Salary or Earnings			Classification Grade/Level <i>(If in Federal Service)</i>		Place of Employment	
Starting \$ _____ Per _____					City _____	
Final \$ _____ Per _____					State _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>					Kind of Business or Organization	
Name and Title of Immediate Supervisor						
Business Telephone: _____ Area Code _____ Number _____					Number of Employees Supervised	
Reason for Leaving						
Description of Work						

REMARKS: (Use this space for continuation of answers. List the number of items being continued.)

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

Benefits

The United States Bankruptcy Court offers a benefits package to full-time permanent employees which may include:

- | | |
|--|------------------------------|
| * 10 Paid Federal Holidays | * Paid Sick Leave |
| * 13 Days Paid Vacation (for the first three years) | * Thrift Savings Plan |
| * 20 Days Paid Vacation (after three years) | * Life Insurance Options |
| * 26 Days Paid Vacation (after fifteen years) | * Medical Coverage |
| * Participation in Federal Employees Retirement System | * Credit Union Participation |
| * Long Term Disability Plan Options | * Flexible Spending Accounts |
| | * Commuter Benefit Accounts |
-

Information for Applicants

Applicants should submit a résumé with cover letter and salary history to:

Ms. JoAnn R. Walker
Deputy Clerk-in-Charge
U.S. Bankruptcy Court, WDNY
Olympic Towers
300 Pearl Street, Suite 250
Buffalo, NY 14202

Applications for Judicial Branch Federal Employment (AO 78) may be obtained from the Clerk's Office at the address above or at the Court's web-site at www.nywb.uscourts.gov. The United States Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Only qualified applicants will be considered for this position. Travel expenses for interview or relocation expenses will not be paid. Applicants selected for interviews must travel at their own expense. Applicants selected for interviews will be required to provide copies of educational degrees, certifications, references and salary history. Applicants must be U.S. Citizens or eligible to work in the United States.

The successful candidate for this position is subject to a background record check and a mandatory electronic direct deposit of salary payment. All employees of the U.S. Bankruptcy Court are EXCEPTED SERVICE appointments. Excepted Service appointments are "at will," and as such, can be terminated with or without cause by the Court. The selected applicant must satisfactorily complete a one year probationary period.
